

Position Vacancy

Office Supervisor (EWA)

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Office Supervisor located at the U.S. Embassy Housing Compound in Akasaka Ward, Tokyo.

OPEN TO: All interested parties
POSITION: Office Supervisor
OPENING DATE: October 19, 2011
CLOSING DATE: Until Filled
WORK HOURS: Part Time 40 hours or less /week
SALARY: 1,200 yen/hour (\$12.00)

PLEASE NOTE:

1. Only candidates selected for an interview will be contacted
2. U.S. taxes will be deducted for U.S. citizens.
3. This position is not a U.S. Federal Government position.
4. The EWA will not sponsor work visas in Japan. Candidates must obtain a residency permit.

BASIC FUNCTIONS OF POSITION:

EWA is a private association of employees of the U.S. Embassy Tokyo. Incumbent will primarily perform duties/responsibilities within general administration. Duties include, but not limited to, filing, clerical functions, prepare forms, computer data entry, maintain logs/rosters, receive payments, schedule facility/items use by reservation, count money, prepare deposits, and overall assist customers in person and by phone in both English and Japanese.

QUALIFICATIONS REQUIRED:

1. Education: Completion of Secondary School required. Associates degree desirable.
2. Prior Work Experience: 1-2 years experience related to office administration preferred
3. Language Proficiency: Fluent Japanese required. Clear understanding and ability to speak, read, and write English.
4. Knowledge:
 - a. Good working knowledge of book keeping preferred
 - b. Good working knowledge of office administration/clerical/ filing
5. Skills: Accuracy and attention to detail a must. Good working knowledge and application of Microsoft Office with special emphasis on Excel. Excellent customer service skills. Good written and verbal communicator. Driver license a plus.

SELECTION CRITERIA:

1. All qualified candidates with a residency permit in Japan are encouraged to apply.
2. A successful background investigation will be required prior to employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae.
2. Copies of all test scores, certificates, copies of degrees earned or school/college transcripts that address the qualification requirements of this position.
3. A copy of proof of residency permit in Japan.
4. References requested

SUBMIT APPLICATIONS TO:

Employees Welfare Association
Attn: Mr. Andrew Scott
10-5, Akasaka 1-Chome
Minato-ku, Tokyo 107-8420

TEL: 03-3224-6787
FAX: 03-3224-6788

Or E-mail: ewaofficemanager@gmail.com